



## **CONSTRUCTION SUPERVISOR 3 (CORRECTIONAL FACILITY)**

**Exam Code: 9PB08**

**Department:** California Department of Corrections and Rehabilitation (CDCR)

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Construction Supervisor 3 (Correctional Facility)** – \$9,825.00 - \$12,302.00 per month.

View the [classification specification](#) for the Construction Supervisor 3 (Correctional Facility) classification.

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

#### **How To Apply:**

Bulletin Date: 3/27/2019

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Construction Supervisor 3 (Correctional Facility)**

#### **Either 1**

One year of experience in the California state service performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor 3(CF).

#### **Or 2**

Two years of experience in the California state service performing construction duties at a level responsibility equivalent to the class of Construction Supervisor 1 (CF).

#### **Or 3**

Experience: Broad and extensive (more than five years) experience as a [general contractor or superintendent in full-time direction of Trade Craft Supervisors involved in construction, renovation, or large scale repair of major buildings such as schools or hospitals](#), two years of which shall have included responsibility for coordination of the work of various contractors. [Experience in California state service applied toward this requirement must include at least one year performing construction duties at a level of

responsibility equivalent to the class of Construction Supervisor 3 (CF) or two years performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor 1 (CF).] **and**

Education: [Equivalent to graduation from college](#) with major work in architecture or engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **POSITION DESCRIPTION**

### **Construction Supervisor 3 (Correctional Facility)**

This is the regional supervisory level in the series in a large Day Labor Program, or the Program Manager in a smaller Day Labor Program. Under general direction, incumbents are responsible for program supervision of construction projects in either (1) an extensive geographical region in a large construction program, or (2) statewide in a smaller construction program. Typical tasks include allocation, scheduling, coordination and supervision of construction projects; establishment and implementation of project urgency and cost priorities; allocation of project funds, materials, equipment and staff; oversight of project expenditures and budget; review of project plans and specifications; performance of final inspection and acceptance of projects; implementation of program procedures; preparation of correspondence and reports; in a smaller construction program, may direct and manage the Day Labor Program, develop and implement program policy and coordinate with other management, union representatives and private firms.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

**Knowledge of:**

1. Materials, methods and processes used in the construction of wood, steel frame, masonry and concrete buildings.
2. Work of the various buildings and mechanical trades
3. Various codes and safety orders applicable to building construction
4. Defects of and grading rules for lumber
5. Methods of proportioning concrete aggregates, designing concrete mixes and proper methods of mixing, placing and curing plain and reinforced concrete.
6. Mortar and grout mixes
7. Methods of steel frame erection, reinforced concrete construction, forms and shoring
8. Soils, soil compacting
9. Structural engineering designs
10. Mechanical systems and equipment including steam boilers, air conditioning systems and the installation of gas and steam lines
11. Painting, plumbing, heating, ventilating and electrical work.
12. State rules and regulations governing the purchase of construction materials
13. Contract bidding
14. Principles of effective supervision
15. Principles and practices of administration, organization, budget and personnel management
16. The Department's Affirmative Action Program objectives
17. The supervisor's role in the Affirmative Action Program and the process available to meet affirmative action objectives.

**Ability to:**

1. Read and interpret architectural plans and drawings
2. Calculate material quantities
3. Detect deviations from plans and specifications by inspection
4. Operate a motor vehicle
5. Supervise, plan, organize, direct and evaluate the work of others
6. Prepare correspondence and write clear and comprehensive reports
7. Establish and maintain cooperative relations with facility staff
8. Relate to youthful or adult offenders
9. Effectively contribute to the Department's affirmative action objectives.

**Special Personal Characteristics**

1. Willingness to travel
2. Leadership
3. Tact
4. Patience

5. Understanding of the problems of adult or youthful offenders in custody
6. Demonstrated interest in training programs for adult or youthful offenders

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Construction Supervisor 3 (Correctional Facility)** classification will be established for:

California Department of Corrections and Rehabilitation (CDCR)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

## EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

Take the examination for the [Construction Supervisor 3 \(Correctional Facility\)](#) classification.

## TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

## CONTACT INFORMATION

California Department of Corrections and Rehabilitation (CDCR)

Office of Workforce Planning

Phone: (916) 322-2545

California Relay Service: 7-1-1 (TTY and voice)

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## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.